

CURRENT JOBS WEEK OF 10/25/2020

| OPENING DATE | CLOSING DATE | JOB # | JOB TITLE AND BRIEF DESCRIPTION |
|--------------|--------------|------------|--|
| 01/01/2020 | Ongoing | R14 | *Facilities Maintenance Mechanic - Starting Pay: \$24.12 an hour; Required qualifications include industrial experience in electrical, carpentry, plumbing, HVAC, blueprint/diagram reading, building and grounds work and snow removal. Must be capable of working at unusual heights, in various weather conditions and have necessary set of hand tools. All applicants must have, or be able to obtain, a valid Colorado Commercial Driver's License (CDL), Class B, within 90 days. |
| 07/26/2020 | Ongoing | R22 | Manager, Transit Equity: Hiring range \$67,351 to \$112,252; Bachelor's degree in Human Resources, Psychology, Organizational Development, Sociology or related field. A minimum of five years of experience in professional level work with Title VI or Title VII. Understanding and knowledge of Executive Order 12898 preferred. Proficiency in law, legal codes, court procedures, precedents, government regulations, executive orders, and agency rules pertaining to Title VI. Strong analytical skills. Proficiency in Microsoft Office Suite. Ability to communicate effectively, both orally and in writing. Ability to manage time and workload effectively, which includes planning, organizing, and prioritizing. Ability to use sound judgment. |
| 10/11/2020 | Ongoing | R45 | Supervisor, Equipment Maintenance: Hiring range \$53,692 to \$89,487: A Bachelor's degree in Electrical, Mechanical Engineering or related field preferred. A minimum of five years of experience in electrical, mechanical or hydraulic heavy-duty equipment repair. A minimum of one year of supervisory experience in transit/vehicle maintenance operation, including supervision in a union environment preferred. Proficiency in safety procedures, HAZMAT and MSDS. Ability to communicate effectively, orally and in writing. Proficiency in fleet software applications. Proficiency in Microsoft Office. Ability to become skilled in Oracle and Maximus within three months of hire. |
| 10/11/2020 | 10/30/2020 | R27 | Transit Police Officer: Hiring range \$59,606 to \$80,643: An associate degree in business, public administration, management, criminal justice or related field preferred. A minimum of one year of full time experience in law enforcement with a city police department, sheriff's department or federal enforcement agency or three years of armed transit security in an enforcement position. Current licensure and certification through Colorado P.O.S.T. (Peace Officer Standards and Training). Proficient in all aspects of the investigations process. Proficient of the criminal justice system; includes federal, state, and local law enforcement regulations. Proficient with Microsoft Office Suite. Ability to communicate effectively, orally and in writing. Ability to use sound judgment. Ability to manage time and workload effectively, which includes planning, organizing, and prioritizing with attention to details. Ability to work a flexible schedule including afternoon and overnight shifts, weekends and holidays. |
| 10/18/2020 | 10/30/2020 | R56 | Public Safety Dispatcher: Hiring range \$43,583 to \$58,965: High School Diploma or GED. A minimum of two years of combined experiences in military or civilian law enforcement and / or civilian police / fire dispatching is preferred. Ability to communicate effectively, orally and in writing. Ability to speak and hear clearly with or without reasonable accommodation. Ability to use sound judgment and make quick decisions in an emergency environment. Ability to manage time and workload effectively, which includes planning, organizing, and prioritizing with attention to details. Ability to obtain and maintain required certifications through the Colorado Bureau of Investigation as well as the Association of Public Safety Communications Officials. Willing to submit to an extensive background investigation to include records verification, reference checks, psychological and polygraph examinations. Ability to perform all assigned duties independently in a high stress, fast-paced environment. Ability to work a flexible schedule including shift work on a rotating schedule, holidays and weekends. Proficient with Microsoft Office Suite. |

| | | | |
|--|------------|------------|--|
| 10/18/2020 | 10/30/2020 | R59 | <u>Transit Police Sergeant:</u> <i>Hiring range \$81,519 to \$110,290: A bachelor's degree in business, public administration, management, criminal justice or related field preferred. A minimum of five years of full time experience in law enforcement with a municipal police department or county sheriff's office in a patrol function, or three years of full time experience as an RTD Transit Police Officer. Current licensure and certification through Colorado P.O.S.T. (Peace Officer Standards and Training). Proficient in all aspects of the investigations process. Proficient with Microsoft Office Suite. Ability to communicate effectively, orally and in writing. Ability to use sound judgment. Ability to manage time and workload effectively, which includes planning, organizing, and prioritizing with attention to details. Ability to work a flexible schedule including afternoon and overnight shifts, weekends and holidays.</i> |
| 10/25/2020 | 11/06/2020 | R64 | <u>Deputy General Counsel:</u> <i>Hiring range \$108,634 to \$201,748: Graduated from an accredited law school; licensed to practice law in Colorado. A minimum of six years of experience in general practice of law after admittance to the bar, including experience in one or more fields of legal specialization consistent with the organization's needs. Strong legal research, analytical, verbal and written communication skills. Strong negotiation, advocacy, and strategic thinking skills. Excellent interpersonal skills and ability to communicate effectively with a range of clients and stakeholders. Demonstrated ability to use sound judgment and maintain the strictest of confidentiality. Demonstrated ability to manage time and workload effectively, including planning, organizing, and prioritizing with attention to details. Familiar with legal matter management systems and best practices. Proficient with Microsoft Office Suite and legal research platforms. The ideal candidate will also have experience managing or leading a team with diverse backgrounds, experience levels, and workload subject matter areas. Experience in transportation, public-private partnerships, and advising and representing government clients.</i> |
| *These positions require a Motor Vehicle Record submitted with application. | | | |



October 23, 2020

Colorado Springs School District 11 – Human Resources Department

Job openings updated Mondays, Wednesdays, and Fridays

Go to www.d11.org and then to Careers for current daily postings

Please forward these job postings to all interested parties. If you have questions about specific positions, how to complete an On-line application, etc. contact the Human Resources office at 520-2169.

Substitute Openings

| Position | Closing Date |
|--|---------------------------|
| Teacher Substitute (Initial & Professional License & 5 year) | Open until further notice |
| Emergency Sub (3 year Sub Authorization) | Open until further notice |
| ESP Substitute-Instructional Assistant | Open until further notice |

Executives / Professionals

| Position | Location | Closing Date |
|------------------------------|----------------------|---------------------|
| Athletic Trainer (reposting) | Mitchell High School | Open Until Filled |

Elementary Certified Teachers (CDE License Requirement)

| Position | Location | Closing Date |
|---|---|---------------------|
| Special Education Teacher (reposting) | Freedom Elementary School | Open Until Filled |
| Mental Health Professional (reposting) | Fremont Elementary School | Open Until Filled |
| Gifted and Talented Teacher (reposting) | Grant Elementary School, Wilson Elementary School | Open Until Filled |
| Mental Health Professional (reposting) | Keller Elementary School | Open Until Filled |
| Mental Health Professional (reposting) | Midland Elementary School | Open Until Filled |
| Mental Health Professional (reposting) | Rogers Elementary School | Open Until Filled |
| Part Time Gifted and Talented Teacher | Rudy Elementary School | October 25, 2020 |

Secondary Certified Teachers (CDE License Requirement)

| Position | Location | Closing Date |
|---------------------------------------|--|---------------------|
| Math Teacher-1 st Semester | Bijou School | Open Until Filled |
| Part-Time GT Teacher | Jack Swigert Aerospace Academy/ Midland Elementary School | Open Until Filled |
| Tutor Center Teacher- Internal Only | Mitchell High School | Open Until Filled |
| Science Teacher | Mitchell High School | Open Until Filled |
| Special Education Teacher | Palmer High School | Open Until Filled |
| Behavior Interventionist | Special Education | Open Until Filled |
| School Psychologist (2 Positions) | Special Education | Open Until Filled |
| Special Education Teacher | West Middle School | Open Until Filled |

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Education Support Professionals (ESP)

| Position | Location | Closing Date |
|---|--|---------------------|
| Educational Assistant- Special Education | Adams Elementary School | Open Until Filled |
| Family Center Team Leader | Adult & Family Education | October 28, 2020 |
| Building Technician | Carver Elementary School | Open Until Filled |
| Educational Assistant- Special Education (3 Positions Available) | Carver Elementary School | Open Until Filled |
| Educational Assistant- Title 1 | Carver Elementary School | Open Until Filled |
| Office Accounting/Payroll Assistant | Payroll Office – Central Admin. | October 30, 2020 |
| Elementary Kitchen Manager | Columbia Elementary School | October 23, 2020 |
| Charter Kitchen Manager | Corpus Christie Charter School | Open Until Filled |
| Charter Kitchen Manager | Divine Redeemer Charter School | Open Until Filled |
| Campus Security Officer | Doherty High School | Open Until Filled |
| Custodial Support Technician | Facilities | Open Until Filled |
| Food Service Substitutes | Food and Nutrition Services | Open Until Filled |
| Kitchen Assistant | Food and Nutrition Services | Open Until Filled |
| Roving Kitchen Manager | Food and Nutrition Services | Open Until Filled |
| Building Technician | Freedom Elementary School | Open Until Filled |
| Educational Assistant- English Language Learner | Freedom Elementary School | Open Until Filled |
| Educational Assistant- Special Education (3 positions available) | Fremont Elementary | Open Until Filled |
| Campus Security Officer | Galileo Middle School | October 25, 2020 |
| School Staff Assistant | Galileo Middle School | November 1, 2020 |
| Educational Assistant- Early Childhood | Henry Elementary School | Open Until filled |
| Educational Assistant- Special Education | Holmes Middle School | Open Until Filled |
| Early Childhood Educational Assistant | Jackson Elementary School | Open Until Filled |
| Charter Kitchen Assistant | James Irwin Charter Academy - Powers & Astrozon Campus | Open Until Filled |
| Charter Kitchen Manager | James Irwin Charter Academy – Powers & Astrozon Campus | Open Until Filled |
| Charter Kitchen Manager | James Irwin Charter Academy - Howard Campus | Open Until Filled |
| Building Technician | Jenkins Middle School | Open Until Filled |
| Educational Assistant- Special Education | Jenkins Middle School | Open Until Filled |
| Educational Assistant - ELL | Mitchell High School | November 1, 2020 |
| Teacher Assistant | Monroe Elementary School | Open Until Filled |
| Educational Assistant- Special Education | North Middle School | October 28, 2020 |

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| | | |
|--|-------------------------------|-------------------|
| Educational Assistant - ELL | Palmer High School | Open Until Filled |
| Educational Assistant- Special Education | Palmer High School | Open Until Filled |
| Educational Assistant- Early Childhood | Penrose Elementary | Open Until Filled |
| Educational Assistant- Special Education | Q.Palmer Elementary School | Open Until Filled |
| Study Hall Supervisor | Rogers Elementary School | Open Until Filled |
| Teacher Assistant- Title 1 | Rogers Elementary School | Open Until Filled |
| Educational Assistant- Special Education | Russell Middle School | Open Until Filled |
| School Staff Assistant | Sabin Middle School | November 1, 2020 |
| Campus Security Officer | Sabin Middle School | November 1, 2020 |
| Middle School Building Manager | Swigert Middle School | November 1, 2020 |
| School Administrative Assistant | Taylor Elementary School | October 25, 2020 |
| Building Technician | Taylor Elementary School | October 25, 2020 |
| Educational Assistant- Special Education (2 Positions) | Taylor Elementary School | Open Until Filled |
| Early Childhood Educational Assistant | Taylor Elementary School | Open Until Filled |
| Building Technician | Trailblazer Elementary School | Open Until Filled |
| Educational Assistant- Special Education | Trailblazer Elementary School | Open Until Filled |
| Bus Drivers | Transportation | Open Until Filled |
| Teacher Assistant | Twain Elementary School | October 25, 2020 |
| Early Childhood Educational Assistant-SPED | West Elementary School | Open Until Filled |
| Educational Assistant- Special Education | West Elementary School | Open Until Filled |
| Educational Assistant- Special Education | Wilson Elementary School | Open Until Filled |

Temporary Worker Openings

| Position | Location |
|---|------------------------------------|
| Educational Assistant - Childcare: Infant and Toddler | Adult and Family Education - RJWAC |
| Adult Basic Education Language Arts Teacher | Adult and Family Education - RJWAC |
| C-Team Baseball – Head Coach | Doherty High School |
| ESL Level 4 Adult Teacher | Adult and Family Education - RJWAC |
| ESL Level 6 Adult Teacher | Adult and Family Education - RJWAC |
| Reading Foundations Class | Adult and Family Education - RJWAC |
| Part Time Health Technician | Carver Elementary School |
| Part Time Health Technician | Chipeta Elementary School |
| Ice Hockey – Head Coach | Doherty High School |
| JV Baseball – Head Coach | Doherty High School |
| Part Time Health Technician | Freedom Elementary School |

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| | |
|-----------------------------|--------------------------|
| Part Time Health Technician | Holmes Middle School |
| Part Time Health Technician | Mann Middle School |
| Part Time Health Technician | Mitchell High School |
| Part Time Health Technician | North Middle School |
| Part Time Health Technician | Palmer High School |
| Part Time Health Technician | RJWAC |
| Part Time Health Technician | Steele Elementary School |
| Part Time Health Technician | West Elementary School |
| Part Time Health Technician | West Middle School |
| Part Time Health Technician | Wilson Elementary School |

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VETERANS AND MILITARY SPOUSES

HOT JOBS of the Day: 10/23/20

293611BR General Manager - Chandler, AZ

293642BR Production Planning and Scheduler - Gilbert, AZ

293593BR Equipment Mechanic (IBEW) - Fresno, CA

293645BR Manufacturing Technician 1 - Space Components - San Diego, CA

293572BR ASSOCIATE – SUPPLY CHAIN - Thousand Oaks, CA

293613BR Environmental Health And Safety Manager - Yuba City, CA

293581BR Engineering Manager I - Data Management - Boulder, CO

293586BR Talent Acquisition Pgr Mgr, Diversity & Inclusion - Broomfield, CO

293570BR VOIP Project Manager - Colorado Springs, CO

293568BR Production Control Clerk - Tampa, FL

293590BR MFG MATERIAL HANDLER - Cumming, GA

293571BR Project Manager - Fort Knox, KY

293618BR Construction Management, Site Supervisor - Camp LeJeune, NC

293621BR Lead Network Engineer - Davidson, NC

293602BR Process Engineer II - Newton, NC

293616BR CMS Site Supervisor - Wilmington, NC

293567BR Quality Manager - C-21A/Learjet 35A - Lincoln, NE

293583BR Engineer I - RF - Albuquerque, NM

293623BR On-site Support Inventory Management - Cleveland, OH

293588BR Supervisor, Plant Quality Assurance - St Paul, MN

293600BR Youth Development Aide Trainee - Danville, PA

293597BR Administrative Officer 3 - Harrisburg, PA

293639BR A Lineman - Overhead (AE) - Fort Hood, TX

293630BR Pipefitter Journeyman - Gregory, TX

293643BR Payroll Assistant 3 - Irving, TX

293644BR Administrative Functional Support 2 - Palestine, TX

293587BR Maintenance Technician - Verona, VA

293589BR RECEPTIONIST - Kingston, WA

293608BR Operations Supervisor - Hudson, WI

293603BR Talent Management Manager - **REMOTE** - Lower 48

To submit to an opportunity or read the job description go to **Vetjobs.org**.

Click on the jobs tab and scroll down to the **RCJobs**.

Search by Req#

Questions?

Email me: Melanie - **mnicks@militaryspousejobs.org**

Positions are open until filled.





Remote #opportunities with Liberty Mutual

Remote Customer Service Representative:

<https://jobs.libertymutualgroup.com/.../remote.../>

Associate's degree and/or 6-12+ months' relevant work experience.

Strong customer service skills

Salary: \$40,000-\$43,500 with benefits

Remote Inside Sales Rep CO:

<https://jobs.libertymutualgroup.com/.../remote-inside.../>

At least 1 year of experience in sales and customer service

Salary: \$55,000-\$70,000 with benefits



NATIONAL ADMISSIONS ADVISOR

Colorado Technical University

Job Description

The National Admissions Advisor, entry-point position, will interface with prospective students in support of their decision to attend/select school. In addition to communicating the philosophy and features of the school and serving as an advocate for prospective students, a National Admissions Advisor must meet the school's quantitative and qualitative goals and objectives, as established, in an accurate, professional, and compliant/ethical manner using school-approved admissions processes and procedures.

- Responsible for developing, managing and meeting action plans in order to obtain personal and departmental student population objectives
- Evaluate monthly activity against standards and personal inquiry goals
- Professionally assists prospective students through the admissions process in accordance with all applicable federal and state regulations, school policies and procedures, and in compliance with all accrediting standards and requirements.
- Conduct telephone interviews and e-mail correspondence to identify student prospects to determine their educational needs, concerns and interests.
- Develop a rapport with prospective students and maintain contact with them frequently.
- Partners with departments outside of Admissions including Financial Aid, and Academics to ensure the delivery of a high level of service to every student including degree programs.
- Consistently operates within, and is measured with respect to, the school's expected behaviors: Execution, Communication/Feedback and Professionalism.
- Ensure compliance with applicable University policies and procedures.

Other Duties as Assigned or Requested

- Willingness to work nights, weekends, and holidays.
- Ability to work in a fast-paced environment
- Ability to remain flexible and easily adapt to changes in work environment or schedule.
- Advisors provide a positive, professional impression for students and staff on the phone and via email.
- Ability to handle multiple tasks and meet deadlines as well as communicate effectively with individuals from diverse backgrounds.
- Ability to achieve success individually and as part of a team in a highly structured and regulated work environment

Qualifications

Required Skills

- Basic computer skills – experience with Microsoft (WORD, Excel, Outlook) preferred
- Possesses excellent verbal communication skills, particularly telephonic – and good written communication skills
- Persistence combined with a positive attitude and approach to work and others – self-motivating work style
- Mature, positive and collaborative interpersonal skills
- Learns to effectively utilize all applicable school systems, databases and tools effectively.
- Entry point position with the ability to grow within the organization.

Required Education and Experience

- High School diploma or its equivalent required
- Entry level experience in sales and/or customer service

Preferred Education and Experience

- College degree from an institution accredited by an agency recognized by the U.S. Department of Education (or international equivalent)
- 1-2 years' experience in sales and/or customer service
- Post-secondary Higher Education admissions experience
-

Mercedes J. Moore, M.A.E.d, MBA

Military Education Liaison(MEL)

Mmoore2@coloradotech.edu

(719) 964-5106

4435 North Chestnut Street, Suite E | Colorado Springs, CO 80907

coloradotech.edu | ctuvirtualtour.com

VOIP Project Manager - Colorado Springs CO

Essential Duties/ Job Description:

The VOIP Project Manager will manage a full systems lifecycle implementation of secure VOIP platforms in a DoD environment. Must be experienced in Project Management Plans, System Design Documents, Systems Implementation Plans, Preliminary and Final Design Reviews, Integrated Master Schedules, Risk Management and Managing customer interdependencies.

This position is two-fold. On or about the six month period of performance, the implementation activities of the project will change to project sustainment. At that time, the Implementation Manager role will change to a Project Management role. The Project Manager (PM) is responsible for overseeing the successful completion of the projects by maintaining operations and maintenance of the VOIP system. The Project Manager will continue to manager the project scope, schedule, finances, risk, deliverables and the quality of all project requirements. The compensation for this position will be commensurate with the worked performed in the project management role.

Job responsibilities include:

Responsibilities:

- Experience with DOD secure VOIP project implementations
- Excellent interpersonal skills with customers and technical teams
- GANTT charts, IMS, Task Prioritization, Interdependency management
- Risk management for customer interdependencies
- General understanding of IP networking, VOIP terminology, technology
- Organizing fixed deliverables and meeting all timelines
- Excellent technical writing within subject matter
- Excellent with vendor management including hardware, software, and professional services
- Understanding of secure DOD networks including AFNET, DODIN, and working with other government service providers on interconnection agreements
- Understanding of Certification and Accreditation process, DISA STIG, JITC and management of interactive process to obtain baseline security posture to obtain Authority to Operate and integrating those steps into an IMS.
- System Test and Acceptance Plans
- System Integration Plans
- Staging and Delivery of hardware and software
- Logistics Management with vendors and customers to ensure hardware and software delivery
- Understanding of customer acceptance testing, remediation of issues, POAMS

Minimum Requirements:

- Bachelors Degree in related field. In lieu of Bachelors degree, 4 years of related work experience can be substituted.
- Minimum 3 years of VOIP Project Implementation Experience
- Minimum 3 years of IT project management experience
- Cisco secure VOIP project implementation experience

Desired Certifications:

- 8570 certification - IAT Level 1 (minimum one certificate in skills below):
- A+ CE
- CCNA-Security
- Network+ CE
- SSCP
- Computing Environment (CE) certification in Cisco.
- PMP desired

Registered Nurse (RN) - Colorado Springs CO

To apply please log in/ register at [Caution-www.msccn.org](http://www.msccn.org) or [Caution-http://easy.us/jobs-for-veterans](http://easy.us/jobs-for-veterans) Veterans, transitioning military, National Guard), upload/ update your resume and then search for jobs with requisition number: 294186BR

Essential Duties/ Job Description:

- Uses nursing skills to evaluate patient care needs, prioritize treatment, and maintain patient flow.
- Conducts a nursing assessment by taking a patient history and physical assessment and by obtaining vital signs and other medical tests. Provides treatment within scope of practice as defined by state law.
- Collaborates with Physician or other Licensed Independent Practitioner to arrange for further medical treatment, when needed.
- Identifies equipment that needs repair and brings it to the attention of the lead clinician.
- Performs occupational and health screening tests as defined in site contract (EKG, audiometry, spirometry, vision).
- Conducts appropriate laboratory tests and quality control procedures.
- Documents accurately all elements of nursing assessment, treatments, medications administered, discharge instructions provided, and follow up care arranged.
- Evaluates health education/promotion needs of patients and provides necessary training and instruction.
- Identifies emergency situations and provides care within legal scope of practice.
- Administers medications and medical treatments competently as directed by a Physician or Licensed Independent Practitioner.
- Maintains medical records using (In some health centers it may be using Electronic Medical Record software).
- Maintains a clean and safe environment. Follows infection control procedures.
- Maintains patient privacy and confidential patient information.
- Participates in follow up phone calls and follow up patient visits.
- Other duties as assigned.

Minimum Requirements:

- Certificate from an accredited Nursing School or Associates' degree (A.S.) is required. Bachelor's degree (BSN) from four-year college or university is preferred.
- Currently licensed Registered Nurse in state of practice required
- Current hands on training in AHA or ARC Basic Life Support for health care providers is required. Advanced Cardiac Life Support may also be required based on contract scope of services.
- Certification in Occupational Health Nursing, Certification in Emergency Nursing, or Certificate in Case Management preferred.

Experience:

- At least three years experience as a Registered Nurse in an emergency room, occupational health clinic or other ambulatory care clinic.

Position open until filled. Contact or send resumes to: mgrantham@militaryspousejobs.org



Employment Opportunities

Springs Rescue Mission considers every position one of ministry and a vital and valued part of our team. The right candidate for each open position will meet our Qualifications for Employment and Statement of Faith. Qualified and interested applicants must complete SRM's Application for Employment and Questionnaire and submit those along with a resume to HR@SpringsRescueMission.org.

Data Entry Clerk

• Operations & Programs

Description

SUMMARY OF POSITION:

Springs Rescue Mission (SRM) Data Entry Clerk position provides data entry and administrative support to the Database Administrator (DA). A qualified candidate must be attentive to detail and have strong organizational skills for performing time-sensitive tasks for the DA.

REQUIREMENTS: DUTIES & RESPONSIBILITIES:

- Acts as a liaison to Work Initiatives programs and the DA and other departments as needed. The primary focus is the collection and calculation of specific data requirements; data entry for the Third Party Partnership Program through SNAP; SAMHSA grant and Campus data reporting.
- Partner with the DA on special data related projects and timelines.
- Act as liaison with Campus program personnel; sets appointments, schedules and coordinates deadlines according to the DA's deadlines eliminating scheduling conflicts.
- Maintain audit requirements for federal programs, electronically and paper, under the direction of the DA.
- On occasion, prepare paper documents for program meetings required by the DA.
- Collects, compiles, and prepares miscellaneous spreadsheet reports and data as outlined by the DA.
- On occasion, participate in department and interdepartmental meetings.
- Performs other duties as assigned.

SKILLS & QUALIFICATIONS:

- Maintain a passion for SRM's mission, able to work well with diverse groups of people, exhibiting compassion and Christ's love while treating all people with dignity and respect.
- Serves as an advocate for the homeless and raises awareness of the needs and concern for the addicted and those in poverty, engaging others within one's influence of greater involvement and effectiveness on behalf of this population in Colorado Springs.
- Proficient in MS Office/Office 365 with expertise in Excel, Word, and Outlook.
- Must obtain certification in Clarity, CBMS and Client Tracker software as required.
- Exceptional communication, time management, and organizational skills
- Expert written and verbal communication skills
- Well organized, detail oriented, and able to effectively multi-task

REQUIREMENTS

EDUCATION/EXPERIENCE:

- High school diploma or GED
- 3 -5 years prior experience in data entry, data compilation and Excel spreadsheets is required
- Comfortable working in an autonomous setting.

WORKING CONDITIONS/PHYSICAL FACTORS:

- Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%
- The Data Entry Clerk will routinely move throughout the ministries of SRM. Must be able to climb stairs daily and lift up to 25 pounds on an occasional basis. Visual acuity and frequent computer screen usage is required.

EQUIPMENT/TOOLS USED:

- 10-key
- Computer
- Internet
- Fax
- Phone
- Copier

Starting pay rate is \$16.83 per hour.

Development Systems & Data Manager

• Advancement

Description

Springs Rescue Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is preferred that all employees of SRM have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.

POSITION:

The *Development Systems and Data Manager* reports to the Chief Development Officer (CDO). The *Development Systems and Data Manager* supports the development team in achieving fundraising goals by managing internal processes, software, resources, data and reporting to maximize business intelligence.

REQUIREMENTS: DUTIES AND RESPONSIBILITIES:

- Oversees, manages, and stays current on development's database vendor and other vendor relationships
- Oversees data integrity
- Seeks to understand donor giving patterns through data; providing insight that can turn into action for Marketing and Donor Development
- Proactively serves as a catalyst for development team's actions by providing actionable reports and data
- Ensures capture and management of team expense to revenue ratios.
- Assists donor development and gift processing teams in creating and enforcing procedures to ensure data integrity

- Serve as internal point of contact for SRM's fundraising processes
- Develops business reports from development software/database on a weekly, monthly, quarterly, and yearly basis
- Develops motivation codes for team activities to ensure gifts are processed in a way to understand donor response
- Builds reports in Tableau, Excel, or other reporting platforms that help teams to visually see and understand data
- Develop dashboards for development team
- Create weekly and monthly report highlighting successes and overall scoreboard
- Serves as liaison between development and finance departments for monthly reconciliation and annual audit processing
- Communicates with CDO, Integrated Marketing Manager, and Development Director about system needs, processes and maintenance
- Maintains PCI compliance in all record-keeping and gift processing procedures
- Assists Development team with donor software integration

SKILLS AND QUALIFICATIONS:

- Highly ethical practice and the ability to maintain highly sensitive information at all times; Ability to maintain confidentiality with all files and records
- Culturally aware and sensitive to others' beliefs, practices, and views
- Ability to work accurately and meet deadlines in a fast-paced but organized fashion
- Comfortable in a faith-based Mission and maintains a personal relationship with Jesus Christ. Preferred Christ-centered and compassionate attitude in dealing with people, including the homeless, and faithfully upholds and exemplifies SRM's Statement of Faith
- Serves as an advocate for the homeless and raising awareness of the needs and concern for the addicted, and those in poverty; engaging others within one's influence of greater involvement and effectiveness on behalf of this population in Colorado Springs
- Believes that volunteers are vital to accomplishing the Vision and Mission of Springs Rescue Mission and thus becomes part of mobilizing the community in the fight against addiction, poverty, and homelessness
- In-depth understanding of prospecting, cultivation, solicitation, and stewardship strategies.
- Ability to interact effectively with SRM leadership, other SRM departments, departmental staff, media, and community leadership.
- Excellent research, verbal, and written communication skills; excellent editing and writing skills with preferences toward persuasive communication
- Detail and process oriented with strong understanding of systems
- Ability to learn new systems
- Able to order and prioritize work-flow to achieve required results within defined
- Skilled and proficient in Raiser's Edge, comparable database or CRM preferred
- Advanced knowledge of computer literacy and proficiency in Microsoft Excel, required
- Attention to detail and good organizational
- Reliable and trustworthy – able to maintain confidentiality, high productivity and meet deadlines
- Excellent communication and interpersonal skills, relational aspect is important; Excellent leadership, organizational and interpersonal skills
- Familiar with PCI compliance guidelines
- Able to read, write, and perform mathematical computations; ability to develop charts, graphs and other visual resources of data
- Ability to plan, organize, and prioritize tasks; ability to think creatively and strategically.
- Ability to perform effective and productive internet research.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

- Requires sitting for extended periods of time –continuously
- Requires use of fingers and hands; fine motor skills –continuously
- Typical office environment – majority of time spent looking at a computer monitor

TOOLS UTILIZED IN ROLE:

- Raisers Edge (possibly other donor software)
- Tableau (possibly other reporting software)
- PowerPoint
- Computer
- Copier
- Office Phone

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Marketing, Public Relations, or Communications preferred; or a minimum 5 years of experience in non-profit development or relevant non-profit development role; or a mixture of both college courses and years of experience, preferably in the fundraising area
- Previous experience organizing, scheduling
- Previous experience working for a non-profit
- Statistical Business Analyst (SAS) certification preferred

SALARY AND BENEFITS:

Salary varies, DOE, but starting salary is: \$55,000 annually plus a comprehensive benefits package.

Recovery Case Manager 1

• Programs Description

Springs Rescue Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of SRM have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.

SUMMARY OF POSITION

Build relationships with men and women involved with the **Springs Rescue Mission** (SRM) through case management and counseling within an environment of grace. Case management will consist of managing medical, legal, and other services to facilitate growth and development in the resident. Counseling will be biblically-based and address spiritual-, mental-, emotional-, and physical-health issues to include substance abuse and recovery. Clients will be in the **SRM New Life Program** (NLP) or the **Intensive Outpatient Program** (IOP).

DUTIES AND RESPONSIBILITIES

Case Management

- Conduct interviews to assess a program candidate's suitability for the program and determine candidate's suitability then work with the team to schedule intake.
- Conduct comprehensive intakes to include completion of all required admission paperwork.
- Maintain a caseload of NLP and IOP members and meet with them regularly.
- Identify and assess guest and resident's needs and goals.
- Develop an individualized care plan to meet those needs and goals.
- Update/modify care plan as needed to continue to meet needs and goals.
- Coordinate and collaborate all pending and completed program discharges with Manager of Addiction and Recovery.
- Consult with outside agencies to assist resident in procuring needed resources and services within the community.
- Maintain current and complete case notes and records for each resident.
- Meet with NLP team weekly to discuss resident's progress. Attend and participate in Accountability Team meetings as required. Coordinate with work supervisors and staff.
- Attend IOP coordination meetings.
- Complete monthly statistical information and submit by deadline for compilation of reports.

Counseling

- Counsel residents and guests on caseload to stimulate and facilitate growth and development towards a healthy addiction-free life.
- Counsel residents and guests to help in the healing process to include decision-making; problem-solving; turning away from destructive behaviors; navigating change; and increasing the resident's competency and autonomy.
- Facilitate assigned process groups (group counseling).
- Assist in the recruiting, application, screening, intake and treatment process of those in the IOP.

Other

- Attend staff meetings.
- Assist with administrative program functions such as maintaining HMIS data base; maintaining program rosters; gift card dispersal and participating in drug and alcohol testing.
- Teach classes as assigned aimed at providing information, support and equipping to encourage growth and development. Example of classes or groups include bible study, discipleship, relapse prevention, early recovery skills and life skills.

REQUIREMENTS:

SKILLS AND QUALIFICATIONS

- Ministry minded with the passionate belief and commitment to invest in individuals, demonstrating Christ's love and grace through relationship healing and practical assistance.
- Grounded in the Christian faith as a mature, active member of the body of Christ; good familiarity with God's word.
- Must have a teachable spirit and servant heart.
- Strong interpersonal skills, able to listen and guide/counsel according to biblical principles and individual resident needs.
- Good analysis and discernment skills, able to facilitate the identification and resolution of resident issues.
- Knowledge of recovery, addiction, and mental illness.

- Strong resource acquisition and coordination abilities.
- Good communication skills: written, verbal and instructional
- Ability to handle multiple tasks simultaneously and work in a sometimes unpredictable work environment while achieving program goals and meeting deadlines.
- Honest, perceptive, adaptive, objective, and trustworthy.
- Organization with regard to people, things, and information, including excellent time management skills.
- Computer literate—proficient in Word, Excel, and internet.
- Addiction Technician (CAC I) certification completed or able to complete within 30 days.
- Registered in the Department of Regulatory Agencies licensed psychotherapist database or the registered psychotherapist database or be capable of submitting a completed Application for Registration—Registered Psychotherapist within three months of date Job Description is signed is desirable.

WORKING CONDITIONS/PHYSICAL FACTORS

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

Work is primarily indoors and requires climbing stairs daily

Contact with street population - continuously

Involves the collection of urine specimens - occasionally

EQUIPMENT/TOOLS USED

Computer Phone Fax Drug Testing Kit

EDUCATION/EXPERIENCE

1. Bachelor's degree; in social work, counseling, psychology, human services or related field preferred.
2. Christian counseling, addiction and recovery counseling, and working within recovery ministry are a plus.
3. One to three years prior related experience OR any equivalent combination of education and experience
4. Addiction technician (CAC I) required, Registered Psychotherapist preferred.
5. ***Male Gender is required for this position, due to essential job duties and position responsibilities.**

Bona fide occupational qualifications (BFOQ) are employment qualifications that employers are allowed to consider while making decisions about hiring and retention of employees. The qualification should relate to an essential job duty and is considered necessary for operation of the particular business.



Employment Opportunities

Springs Rescue Mission considers every position one of ministry and a vital and valued part of our team. The right candidate for each open position will meet our Qualifications for Employment and Statement of Faith. Qualified and interested applicants must complete SRM's Application for Employment and Questionnaire and submit those along with a resume to HR@SpringsRescueMission.org.

Data Entry Clerk

• Operations & Programs

Description

SUMMARY OF POSITION:

Springs Rescue Mission (SRM) Data Entry Clerk position provides data entry and administrative support to the Database Administrator (DA). A qualified candidate must be attentive to detail and have strong organizational skills for performing time-sensitive tasks for the DA.

REQUIREMENTS: DUTIES & RESPONSIBILITIES:

- Acts as a liaison to Work Initiatives programs and the DA and other departments as needed. The primary focus is the collection and calculation of specific data requirements; data entry for the Third Party Partnership Program through SNAP; SAMHSA grant and Campus data reporting.
- Partner with the DA on special data related projects and timelines.
- Act as liaison with Campus program personnel; sets appointments, schedules and coordinates deadlines according to the DA's deadlines eliminating scheduling conflicts.
- Maintain audit requirements for federal programs, electronically and paper, under the direction of the DA.
- On occasion, prepare paper documents for program meetings required by the DA.
- Collects, compiles, and prepares miscellaneous spreadsheet reports and data as outlined by the DA.
- On occasion, participate in department and interdepartmental meetings.
- Performs other duties as assigned.

SKILLS & QUALIFICATIONS:

- Maintain a passion for SRM's mission, able to work well with diverse groups of people, exhibiting compassion and Christ's love while treating all people with dignity and respect.
- Serves as an advocate for the homeless and raises awareness of the needs and concern for the addicted and those in poverty, engaging others within one's influence of greater involvement and effectiveness on behalf of this population in Colorado Springs.
- Proficient in MS Office/Office 365 with expertise in Excel, Word, and Outlook.
- Must obtain certification in Clarity, CBMS and Client Tracker software as required.
- Exceptional communication, time management, and organizational skills
- Expert written and verbal communication skills
- Well organized, detail oriented, and able to effectively multi-task

REQUIREMENTS

EDUCATION/EXPERIENCE:

- High school diploma or GED
- 3 -5 years prior experience in data entry, data compilation and Excel spreadsheets is required
- Comfortable working in an autonomous setting.

WORKING CONDITIONS/PHYSICAL FACTORS:

- Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%
- The Data Entry Clerk will routinely move throughout the ministries of SRM. Must be able to climb stairs daily and lift up to 25 pounds on an occasional basis. Visual acuity and frequent computer screen usage is required.

EQUIPMENT/TOOLS USED:

- 10-key
- Computer
- Internet
- Fax
- Phone
- Copier

Starting pay rate is \$16.83 per hour.

Development Systems & Data Manager

• Advancement

Description

Springs Rescue Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is preferred that all employees of SRM have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.

POSITION:

The *Development Systems and Data Manager* reports to the Chief Development Officer (CDO). The *Development Systems and Data Manager* supports the development team in achieving fundraising goals by managing internal processes, software, resources, data and reporting to maximize business intelligence.

REQUIREMENTS: DUTIES AND RESPONSIBILITIES:

- Oversees, manages, and stays current on development's database vendor and other vendor relationships
- Oversees data integrity
- Seeks to understand donor giving patterns through data; providing insight that can turn into action for Marketing and Donor Development
- Proactively serves as a catalyst for development team's actions by providing actionable reports and data
- Ensures capture and management of team expense to revenue ratios.
- Assists donor development and gift processing teams in creating and enforcing procedures to ensure data integrity

- Serve as internal point of contact for SRM's fundraising processes
- Develops business reports from development software/database on a weekly, monthly, quarterly, and yearly basis
- Develops motivation codes for team activities to ensure gifts are processed in a way to understand donor response
- Builds reports in Tableau, Excel, or other reporting platforms that help teams to visually see and understand data
- Develop dashboards for development team
- Create weekly and monthly report highlighting successes and overall scoreboard
- Serves as liaison between development and finance departments for monthly reconciliation and annual audit processing
- Communicates with CDO, Integrated Marketing Manager, and Development Director about system needs, processes and maintenance
- Maintains PCI compliance in all record-keeping and gift processing procedures
- Assists Development team with donor software integration

SKILLS AND QUALIFICATIONS:

- Highly ethical practice and the ability to maintain highly sensitive information at all times; Ability to maintain confidentiality with all files and records
- Culturally aware and sensitive to others' beliefs, practices, and views
- Ability to work accurately and meet deadlines in a fast-paced but organized fashion
- Comfortable in a faith-based Mission and maintains a personal relationship with Jesus Christ. Preferred Christ-centered and compassionate attitude in dealing with people, including the homeless, and faithfully upholds and exemplifies SRM's Statement of Faith
- Serves as an advocate for the homeless and raising awareness of the needs and concern for the addicted, and those in poverty; engaging others within one's influence of greater involvement and effectiveness on behalf of this population in Colorado Springs
- Believes that volunteers are vital to accomplishing the Vision and Mission of Springs Rescue Mission and thus becomes part of mobilizing the community in the fight against addiction, poverty, and homelessness
- In-depth understanding of prospecting, cultivation, solicitation, and stewardship strategies.
- Ability to interact effectively with SRM leadership, other SRM departments, departmental staff, media, and community leadership.
- Excellent research, verbal, and written communication skills; excellent editing and writing skills with preferences toward persuasive communication
- Detail and process oriented with strong understanding of systems
- Ability to learn new systems
- Able to order and prioritize work-flow to achieve required results within defined
- Skilled and proficient in Raiser's Edge, comparable database or CRM preferred
- Advanced knowledge of computer literacy and proficiency in Microsoft Excel, required
- Attention to detail and good organizational
- Reliable and trustworthy – able to maintain confidentiality, high productivity and meet deadlines
- Excellent communication and interpersonal skills, relational aspect is important; Excellent leadership, organizational and interpersonal skills
- Familiar with PCI compliance guidelines
- Able to read, write, and perform mathematical computations; ability to develop charts, graphs and other visual resources of data
- Ability to plan, organize, and prioritize tasks; ability to think creatively and strategically.
- Ability to perform effective and productive internet research.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

- Requires sitting for extended periods of time –continuously
- Requires use of fingers and hands; fine motor skills –continuously
- Typical office environment – majority of time spent looking at a computer monitor

TOOLS UTILIZED IN ROLE:

- Raisers Edge (possibly other donor software)
- Tableau (possibly other reporting software)
- PowerPoint
- Computer
- Copier
- Office Phone

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Marketing, Public Relations, or Communications preferred; or a minimum 5 years of experience in non-profit development or relevant non-profit development role; or a mixture of both college courses and years of experience, preferably in the fundraising area
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MILITARY VETERANS WANTED



Threat Assessment Analyst for Leading Executive Protection & Security Services Firm

Remote / Work From Home

Basic Position Qualifications:

- Baccalaureate or higher degree.
- Previous Military or law enforcement experience is a plus.
- Ability to sort through a lot of information and decipher connections.
- Ability to handle multiple deadlines and competing priorities.
- Strong writer who is able to persuade others and get your viewpoint across.
- Ability to exercise discretion and confidentiality.
- Ability to pass our background check and drug and nicotine screenings
- Drug and nicotine-free; Physically fit.
- Self-starter.
- Familiar with Open Source Intelligence (OSINT) and computerized legal research.

Positions open until filled. Visit www.vetjobs.com, access the **Jobs** Dropdown and **View RC Jobs** to search for Req# **293931BR**
Send questions to Mike Del Rio at mdelrio@vetjobs.org